



## Adding Hyperlinks to your ActivStudio Flipcharts

### Page Link

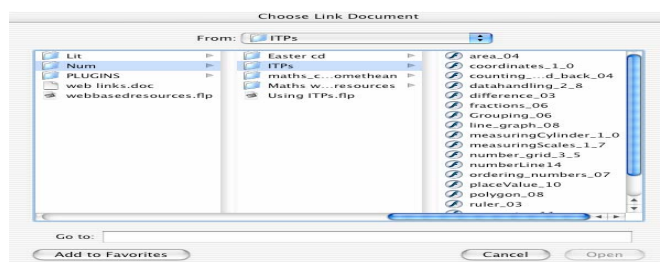
1. Create a number of flipchart pages using 
2. Click  (add Hyperlink)
3. Choose "Page Link" from the menu.
4. In the next window, click on the page you want to link to (i.e. page 2 from page 1) then click OK
5. An empty selection box will now appear on your flipchart page move this over a piece of text or picture on your flipchart.
6. To activate the link, select the "pen tool" then click on the link.

### OR

1. Create some text or drag an image from the library onto the flipchart page.
2. Select the Marquee select tool and click on the image or text.
3. Right (barrel button) click the image/text.
4. Now click "Hyperlink" and "Attach"
7. Choose "Page Link" from the menu.
5. The page selector will now show all the pages in the flipchart, click on the one you wish to link to.
6. To activate the link, select the "pen tool" then click on the image or text.

### File Link

1. Follow steps 1-2 or 1-4 above until you are at the point where you are choosing the type of link.
2. You will now be presented with a window, which will allow you to locate the file you wish to link to. Note: You need to be fairly sure where the file is saved before hand.



3. When you have found your file, click OPEN.
4. You may need to close the file now if it has opened.





5. At the link editor screen, click RECORD AND EXIT
6. To activate the link, select the "pen tool" then click on the image or text.

## Embedded link

**This attaches the file to your flipchart, making the flipchart file very big.**

1. Follow steps 1-2 or 1-4 from the "Page Link" instructions until you are at the point when you are choosing the type of link.
2. Choose embedded link.
3. Follow the steps for creating a file link. **Note you may need to hide the flipchart in order to see the linked file.**

## Web link

1. Click  on the tool strip.
2. Type the web address into the address bar
3. Once the website it loaded, click on the link icon next to the address bar 
4. Choose "Flipchart"
5. Follow instructions 5 and 6 from the first set of "page link" instructions.

**OR**

Follow instructions 1-3 then;

4. Choose "Library link"
5. Follow instructions....of Library Link

## Library Link


1. **Start off by removing links and renaming folders in the existing link library:**
  - Click Menu, Link then Library
  - Click File then New to start a new library

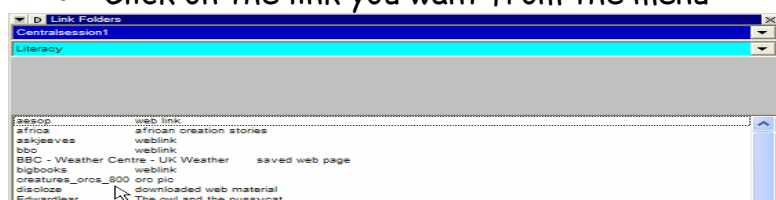
- Click File then Save As (Call it your name)
- You will see that the library is made of folders and subfolders
- To rename a folder, right click on the folder name then type in your new name i.e. Numeracy/literacy
- The same can be done for subfolders. For example, you might like to make a Numeracy subfolder called ITPs
- Save the changes before you exit.

## 2. Now you can create a link to go in the library:


- Click Menu, Link then New
- Follow instructions 1-5 for making a file link
- After you have clicked RECORD AND EXIT you will be prompted to choose which folder to put the link into
- Click on the folder.

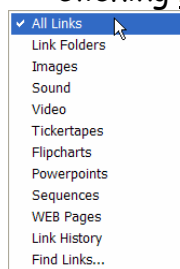
## 3. Accessing your library links:

- Click  on the tool strip
- Click on the link you want from the menu




## 4. Trouble shooting:

- Clicking  at the top of the link list gives you options:



Choosing "All Links" means you won't have to look in folders for your links. "Link Folders" will display the links in the folders you put them in. This is useful when you start to use loads of different links.

- If you don't see your link library:
  - Click Menu, Link, Library
  - Click File, Load then choose your library.
  - You may wish to delete the example link library from C:\ACTIVstudio\Ken (replace with your name)\LINKLIB

- Use  to break the link